



2018 SHPEP Residential Assistant (RA) Job Description

Position Summary

The University of Nebraska Medical Center's Summer Health Professions Education Program (SHPEP) is a national program established by the Robert Wood Johnson Foundation. SHPEP is a free six-week residential summer enrichment program for first and second year college students interested in the health professions.

The Summer Health Professions Education Program (SHPEP) is seeking Residential Assistants (RAs) for the 2018 SHPEP. RAs live in the residence hall and serve as a leader, helper, and resource person for SHPEP Scholars. RAs are responsible for creating an environment in the residence hall that promotes personal development, community engagement, and self-reflection related to academic, personal and career goals.

RAs are members of the SHPEP staff and report directly to the SHPEP Program Manager. All outside employment or extracurricular activities during the employment period (June 1, 2018 to July 14, 2018) are subject to the approval of the SHPEP Program Manager prior to participation.

Duties & Responsibilities

- Foster group interaction, appreciation of individual differences, and responsibility within the community environment among scholars.
- Assists as necessary in all appropriate opening and closing functions (move-in, move-out, early and late arrivals).
- Assume on-call duty responsibility as scheduled, complete rounds of assigned buildings as directed.
- Attend staff meetings, training sessions, in-service activities, and individual meetings with SHPEP Program Manager
- Manages events, workshops, and social activities throughout the program
- Transport SHPEP scholars to and from the UNMC campus and clinical shadowing experiences in vans provided by the program.
- Document and report student behaviors inconsistent with program policies that may indicate personal, social, or academic problems, making timely referrals as necessary.
- Enforces UNMC, Scott Campus, and SHPEP policies, confronting inappropriate behavior in a timely, effective manner.
- Assume other duties as assigned.

Knowledge, Skills, and Abilities

- Must possess an interest in the academic, social, and emotional growth and well-being of undergraduate college students and a willingness to work cooperatively with others.
- Exhibits a positive attitude and serves as a role model for SHPEP Scholars and other staff members.
- Relevant experience in programming, student leadership, service learning, and residential life
- Strong organizational, communication and leadership skills required
- Live-in student staff experience helpful
- Have a valid driver's license and be insurable.

Compensation

- RAs will receive a \$3,500 stipend and accommodations at Scott Crossing
- Head RA will receive a \$4,000 stipend and accommodations at Scott Crossing

To apply please complete the online application <https://goo.gl/forms/u6bF9wQWR3ClqjSq1>

Deadline to apply: February 16, 2018